



# *Pasadena Area Community College District* **Employment Opportunity**

**COMPUTER SCIENCE INSTRUCTOR**  
SCHOOL OF SCIENCE & MATHEMATICS  
TENURE-TRACK (10 MONTHS)  
#620

**FINAL DATE TO SUBMIT THE DISTRICT APPLICATION AND ALL SUPPORTING DOCUMENTS  
FEBRUARY 19, 2016 BY 4:00 PM**

## **THE POSITION:**

Pasadena City College is hiring a full-time, tenure-track Computer Science Instructor commencing with the 2016-2017 academic year.

We are looking for candidates who have the desire and ability to create a welcoming classroom culture that positively engages and impacts our diverse student population. The ethnic composition of our student population is 49% Hispanic/Latino, 23.9% Asian/Pacific Islander, 11% two or more races, 7% White, 3.8% African American, and .1% American Indian or Alaska Native. We are committed to achieving equally high outcomes for all students. We are looking for candidates who share our vision and are willing to work with us to help all students, regardless of background and level of preparation, achieve their educational goals.

We value working in an environment of collaboration, support, shared leadership among all groups: faculty, staff, administration, and students. Pasadena City College prides itself on faculty contributions through active participation in college-wide governance and the decision-making process.

## **RESPONSIBILITIES OF THE COMPUTER SCIENCE INSTRUCTOR:**

- Teach classes in Computer Science, including courses for computer science majors and non-majors
- Participate in the development, evaluation and revision of course curriculum
- Participate with faculty to develop and assess student learning outcomes. Use the results to improve teaching and learning
- Participate in departmental and college-wide governance activities through committee service and/or other appropriate activities
- Participate in professional development as relates to pedagogy and curriculum
- Undertake all the departmental and professional responsibilities of a regular faculty member



### MINIMUM QUALIFICATIONS:

- Master's degree in computer science or computer engineering  
**OR**
- Bachelor's degree in either of the above **AND** a Master's degree in mathematics, cybernetics, business administration, accounting or engineering  
**OR**
- Bachelor's degree in engineering **AND** a Master's degree in cybernetics, engineering, mathematics, or business administration  
**OR**
- Bachelor's degree in mathematics **AND** a Master's degree in cybernetics, engineering mathematics, or business administration  
**OR**
- Bachelor's degree in any of the above **AND** a Master's degree in information science, computer information systems, or information systems  
**OR**
- A valid California Community College Instructor Credential  
**OR**
- The equivalent

Degree must be shown as conferred on transcript. Some degrees may require equivalency. It is the applicant's responsibility to provide documentation to support equivalent qualifications.

### DESIRABLE QUALIFICATIONS:

- Professional and/or teaching experience in two or more of the following: C++, Java, Python, 8088 assembler, Unix BASH Scripting
- Experience working on large scale programming projects
- Experience in robotics, device control, and Computer Engineering

### PROFESSIONAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Genuine enthusiasm and commitment to building a 21st century global community college
- Demonstrated excellence in teaching computer science at the community college level or its equivalent
- Ability to work with students of varying academic preparation and learning styles in a socially, ethnically, and economically diverse environment
- Experience working successfully in a socially, ethnically and economically diverse environment
- Willingness to work with and support basic skills students
- Outstanding interpersonal skills and a desire for collegial collaboration across the campus

### REASONS WHY THIS POSITION IS ATTRACTIVE:

- Pasadena City College Computer Science students are dedicated, motivated, and eager to learn.

- The Computer Science department was one of only eight programs nationwide to receive three robots as part of NASA's Swarmathon project.
- Up-to-date curriculum with effective pedagogy to give students both theoretical knowledge and hands-on experience to meet the challenges of the future.
- The Computer Science faculty integrate the latest technology into their pedagogy.
- Courses that are well-articulated with colleges and universities throughout California, facilitating successful student transfer.
- Students may participate in internship programs and software development projects.
- Active She.Codes Student Club to support and encourage women in Computer Science.
- Pasadena City College is respected and supported by its community.
- Pasadena City College is a world-class institution. We are Number 1 among all community colleges in California in the awarding of associate degrees and Number 1 in the awarding of associate degrees to minority students. Many of our faculty and support staff are graduates of PCC.
- The Academic Senate, Classified Senate, and Management Association are active in the effective shared governance process of the college.



## THE ASSIGNMENT:

Ten Months, 100% - Tenure-track position beginning August 2016.

Thirty-four (34) hours per week consisting of a combination of in-class teaching and preparation for teaching; five and one half (5.5) hours of additional time for student conferences; and five and one half (5.5) hours for professional growth and development, College governance and other professional responsibilities. The College has two 16-week semesters and offers a full range of courses beginning at 7:00 a.m. and ending at 11:00 p.m. Faculty must be available to teach anytime within those hours. Faculty may be offered the opportunity to teach classes during winter and summer intersessions.

## SALARY AND BENEFITS:

Salary and other terms of employment are competitive. Placement is on the District Contract Monthly Faculty Salary Schedule which is available on-line at <http://www.pasadena.edu/hr/compensation.cfm>.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

## CONDITIONS OF EMPLOYMENT:

- Successful completion of background and fingerprint clearance and TB screening.
- Successful completion of a pre-employment physical examination. Cost of physical will be paid by Pasadena City College.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

## APPLICATION AND SELECTION PROCESS:

Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC's Talent Applicant System (ATS) at [www.pasadena.edu/hr](http://www.pasadena.edu/hr). Applications completed and received by **4:00 p.m. on February 19, 2016** will receive full consideration.

Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.

- While the acceptance of the application packet is done through PCC's Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and "open until filled," unless otherwise stated.
- The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

## SUPPORTING DOCUMENTS:

For full consideration, all of the following **must** be submitted along with the online application. **An incomplete application packet will not be forwarded to the hiring committee for review.**

1. A list of at least five references, including at least one supervisor (name, address, phone number, and position of all references)
2. Letter of application addressing your qualifications for this position. Please discuss the ways you meet each of the points listed under "The Responsibilities," "Minimum Qualifications," "Desired Qualifications," and "Professional Skills, Knowledge, and Abilities."
3. Professional resume
4. Transcripts (unofficial copies are acceptable). **Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.**





### **SUPPORTING DOCUMENTS (CONTINUED):**

5. Three letters of recommendation or two letters of recommendation and one teaching evaluation from a supervisor **(all must be dated within 12 months from date of the application and included with the application packet)**

6. A sample of a project description for an introductory computer science course for CS majors

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

### **ABOUT THE DISTRICT:**

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor's Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to [www.pasadena.edu](http://www.pasadena.edu).



### **MISSION:**

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

### **ADDITIONAL INFORMATION:**

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

**It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.**

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Equal Opportunity, Title IX, Section 504 Employer**